

**RESOLUTION OF THE BOARD OF DIRECTORS OF
AVALON AT MACLAY HOME OWNERS ASSOCIATION**

ARCHITECTURAL CONTROL GUIDELINES

Clarification of Article VI (Architectural Control) of the Covenants, Conditions and Restrictions, Avalon at Maclay dated August 14,1997.

Whereas Article VI provides that " No ... improvements shall be commenced ... nor shall any exterior ... change or alteration ... be made until ...specifications showing the nature, kind,... materials, and all other reasonable detail of the same shall have been submitted to and approved in writing as to harmony of external design ... in relation to surrounding structures by the Architectural Committee as herein after provided."

Be it hereby resolved that any and all alterations or changes to the exterior structure of any house located in Avalon at Maclay must be approved by the Architectural Committee (currently the 3 members of the Board of Directors). Exterior structures shall include the house, roof, front door, garage door, screens, windows, trim, front porch, driveway, back porch, patio, fences, swimming pools, hot tubs, gazebos, water features or any other outbuilding. Changes include painting of any exterior surface, whether it is the current color, the original color or a new color. Changes include the replacement of the current roofing material, the alteration or construction of any fences or the removal of any trees on any portion of the lot. A change to the existing structure would also include any room additions or expansion of the structure. Additions would require the submission of plans, architectural drawings or renderings, specification of materials and contractor's qualifications.

Whenever a homeowner wishes to make any of these or other changes to their property, they should file an Exterior Alteration Application, either with the Community Association Manager (currently Jeff Stokes of Stokes Association Management) or with a member of the Board. Applications for painting should include a clearly defined example of the color to be used, either a color swatch, sample supplied by the paint store, or a color chart. For a roofing change, samples of the shingles or roofing material to be used and contractor qualifications. These hard to mail applications can be submitted to the Association Manager by calling for a pickup at your home. Applications with instructions can be obtained from our website at www.samtally.com/Avalon or you can call the Association Manager. It is the intent of the Board to encourage homeowners to make improvements that will enhance not only their own home but the entire neighborhood. The purpose of this Resolution is to insure that improvements are done in a clearly defined and consistent manner.

Approved by the Board October 18,2012.

AVALON AT MACLAY HOMEOWNERS ASSOCIATION
Exterior Alteration Application

Please mail or deliver to:

Avalon at Maclay Homeowners Association
C/O Stokes Association Management, LLC
2751 Whitmore Ct
Tallahassee, FL 32312

FROM: *(Please print or type)*

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Description of proposed alteration/improvements - including the type and color of materials to be used.: _____

If the request is for repainting or a change in paint color, attach a sample or color chart - For Roofing, a sample of shingles. If the request is for a structural change, alteration, fencing, repairs, etc., attach a sketch, architectural plan, or rendering, etc.

Acknowledgment of Adjacent Property Owners

This acknowledgment indicates an awareness of the intent and does not constitute approval or disapproval. If you object to this alteration you should sign the form indicating you are aware of the intent and then contact the Association Manager.

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Signature: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Signature: _____

1. These alterations to buildings or land shall not violate any of the protective covenants nor any of the provisions or Building or Zoning Codes, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any such restriction.
2. I understand and agree that no work on this request shall begin until I/We have received written approval of the Architectural Control Committee.
3. I understand that applications usually take no longer than 30 days for complete review and action once sufficient documentation has been provided.
4. A copy of this application shall be returned to me/us after a decision by the Architectural Control Committee.
5. I represent and warrant that the proposed changes requested herein conform to the appropriate Architectural Guidelines and Clarification dated October 18, 2012 and that all changes shall be made in conformity with them.
6. I understand and agree that the work must be started within 45 days of approval and completed within 30 days of the commencement of the work.

OWNER'S SIGNATURE _____ DATE _____

OWNER'S SIGNATURE _____ DATE _____

Instructions to Applicant:

On an attached sheet draw a sketch or attach a picture or some other sample of the alteration.

ACC ACTION: _____